



SACHI A. HAMAI
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

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March 20, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

CONFLICT OF INTEREST AND DISCLOSURE CODE (ALL DISTRICTS) (3-VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the Conflict of Interest and Disclosure Codes for Alameda Corridor Transportation Authority, Azusa Unified School District, Bonita Unified School District, El Segundo Unified School District and Rowland Water District to be effective the day following your Board's approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommendations are necessary in order to comply with the provisions of the Political Reform Act of 1974. In accordance with the Act, the Board of Supervisors must approve a Conflict of Interest and Disclosure Code for each local government agency for which the Board of Supervisors is the code reviewing body.

Pursuant to Government Code Section 87300, every agency must adopt and promulgate a Conflict of Interest and Disclosure Code that, as the code reviewing body for Los Angeles County, the Board of Supervisors must approve before the code can then take effect. In addition, pursuant to Government Code Section 87306, agencies are required to amend their Conflict of Interest Codes when such amendments are necessitated by changed circumstances.

Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County Strategic Goal of Workforce Excellence.

The proposed amendments to these Conflict of Interest and Disclosure Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

FISCAL IMPACT/FINANCING

Local governmental agencies must have a Conflict of Interest and Disclosure Code in which designated employees are required to disclose financial interests at a level appropriate to their decision-making authority. These employees make or participate in the making of decisions that may have a foreseeable material effect on a financial interest. Adoption of a Conflict of Interest and Disclosure Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The code review staff recommends that your Board approve the amended Conflict of Interest and Disclosure Codes for the agencies listed below, pursuant to Government Code Section 87300.

Substantive Changes

Alameda Corridor Transportation Authority

- Deletes *Special Counsel* from the code due to the reorganization.
- Adds *Co-General Counsel* to the code.

Azusa Unified School District

- Changes the title of one (1) position.
- Deletes *Director Facilities and Construction* from the code which is no longer budgeted.

Bonita Unified School District

- Changes the titles of two (2) positions.

El Segundo Unified School District

- Adds *Director Pupil Services* to Code.
- Deletes *Purchasing Agent* from the code due to reorganization.

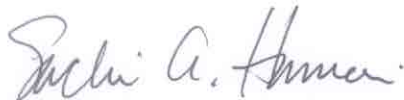
Rowland Water District

- Revises the disclosure categories to more closely encompass the specific types of financial interests which should be disclosed.
- Adds *Executive Secretary*; *District Legal Counsel*; and *District Engineer* to the Code.
- Changes the title of one (1) position under OFFICIALS WHO MANAGE PUBLIC INVESTMENTS.

IMPACT ON CURRENT SERVICES

Approving the attached Conflict of Interest and Disclosure Codes for these agencies will further the purposes of the Political Reform Act of 1974 and will require the individuals designated in each agency's code to disclose appropriate economic interests in their Statements of Economic Interests.

Respectfully submitted,



Sachi A. Hamai
Executive Officer

SAH:DG:gs

Attachments (5)

Chief Administrative Officer
County Counsel

Conflict of Interest Code
of the

ALAMEDA CORRIDOR TRANSPORTATION AUTHORITY

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head, or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

ALAMEDA CORRIDOR TRANSPORTATION AUTHORITY

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Person in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individual who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

ALAMEDA CORRIDOR TRANSPORTATION AUTHORITY

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Governing Board & Alternate Members	1, 2, 3
Chief Executive Officer	1, 2, 3
Director of Planning	1, 2, 3
Chief Financial Officer	2, 3
Management Information Systems Administrator	4
Controller	2, 3
Director of Construction and Engineering	1, 2, 3
Director of Administration	2, 3
Assistant Director of Construction and Engineering	1, 2, 3
Co-General Counsel	1, 2, 3
Treasurer	2, 3
Senior Internal Auditor	4
Accounting & Finance Manager	2
Consultants	5

EFFECTIVE:

Conflict of Interest Code
of the

AZUSA UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

AZUSA UNIFIED SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

AZUSA UNIFIED SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of Board of Education	1, 2, 3
Superintendent	1, 2, 3
Assistant Superintendent Student Achievement and Education Services	4
Assistant Superintendent Human Resources	4
Assistant Superintendent/Business Services	2, 3
Director, Human Resources	4
Director, Fiscal Services	4
Director, Student Achievement K-5	4
Director, Student Achievement 6-12	4
Senior Director, Pupil Personnel Services	4
Director, MIS/Technology	4
Director, Maintenance, Operations and Transportation	4
Director, Nutrition Services	4
Consultant	5

EFFECTIVE:

Conflict of Interest Code
of the

BONITA UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730
(2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

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The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

BONITA UNIFIED SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

BONITA UNIFIED SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member, Board of Education	1, 2, 3
Superintendent	1, 2, 3
Assistant Superintendent, Human Resources Development	4
Assistant Superintendent, Educational Services	4
Senior Director Fiscal Services	4
Senior Director of Curriculum and Assessments	4
Director-Student Support Services/Vocational Education	4
Director of Computer Information Services	4
Director of Transportation	1, 4
Director of Food Services	4
Purchasing Director	4
Director of Facilities, Maintenance	4
Principals	4
Senior Director of Special Education	4
Coordinator Categorical and Special Programs	4
Program Specialist, Special Education	4
Consultants	5

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the position shown below manages public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200 et seq.

Assistant Superintendent, Business Services

EFFECTIVE:

Conflict of Interest Code
of the

EL SEGUNDO UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

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The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

EL SEGUNDO UNIFIED SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

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Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

EL SEGUNDO UNIFIED SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member, Board of Education	1, 2, 3
Superintendent of Schools	1, 2, 3
Assistant Superintendent Educational Services	4
Executive Director, Administrative Services	4
Director of Fiscal Services	4
Director of Pupil Services	4
Coordinator, Food Services	4
Consultant	5

EFFECTIVE:

Conflict of Interest Code
of the

ROWLAND WATER DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

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The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).



ROWLAND WATER DISTRICT CONFLICT OF INTEREST CODE

EXHIBIT A DISCLOSURE CATEGORIES

Employees and consultants who are designated under the District's Conflict of Interest Code shall disclose all financial interests applicable to their position as described in the following categories:

CATEGORY 1

Positions required to report financial interests in Category 1 shall disclose all interests in real property, except for the person's primary residence, that is located within the jurisdiction of the District and within two-miles outside the boundaries of the District, or within two miles of any property owned or used by the District.

CATEGORY 2

Positions required to report financial interests in Category 2 shall disclose all sources of income, investments, and business positions in businesses that produce products or provide services of a type utilized by the District in the following categories:

- Building materials
- Construction and contracting services
- Construction equipment sales and services
- Pipe and fitting manufacturing and sales
- Pumps, valves, meters and other water-related equipment manufacturing, sales, and repair
- Electrical controls and equipment manufacturing, sales and services
- Motor vehicle sales and maintenance
- Specialty vehicle manufacturing, sales and service
- Vehicle replacement parts
- Petroleum products
- Water quality testing services, equipment or supplies
- Water treatment services, equipment or supplies
- Geological testing and consulting services
- Safety equipment, testing and supplies
- Engineering services
- Architectural design services
- Surveying services



**ROWLAND WATER DISTRICT
CONFLICT OF INTEREST CODE**

**EXHIBIT A (CONTINUED)
DISCLOSURE CATEGORIES**

CATEGORY 3

Positions required to report financial interests in Category 3 shall disclose all sources of income, investments, and business positions in businesses that produce products or provide services of a type utilized by the District in the following categories:

- Financial Services Providers including stock brokerage services, underwriting services, investment consulting
- Banks, savings and loans, and credit unions
- Accounting and auditing services
- Insurance and bonding services
- Computer equipment and software, programming and services
- Billing and payroll services
- Office equipment and supplies
- Printing services
- Security services and armored transport services

CATEGORY 4

Positions required to report financial interests in Category 4 shall disclose all sources of income, investments, and business positions in businesses that produce products or provide services of a type utilized by the District in the following categories:

- Office equipment and supplies
- Stationery and printing services and supplies
- Computer equipment and software sales, and maintenance and repair services
- Newspaper publishing
- Advertising services
- Management consulting services



ROWLAND WATER DISTRICT CONFLICT OF INTEREST CODE

EXHIBIT A (CONTINUED) DISCLOSURE CATEGORIES

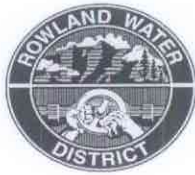
CATEGORY 5

Positions required to report financial interests in Category 5 shall disclose all sources of income, investments, and business positions in businesses that produce products or provide services of a type utilized by the District in the following categories:

- Legal services
- Litigation-related support services such as deposition reporting, court filing and process serving
- Real property appraisal services
- Financial consulting services

CATEGORY 6

The District may, from time to time, engage the services of consultants to prepare studies and reports, or provide expert advice to the Board of Directors or staff without significant intervening supervision or review of District staff, which activities could directly influence a decision or action of the District and could foreseeably have a material financial affect on the consultant. The District may retain consultants in a number of fields, including but not limited to engineering, financial services and legal services, and the types of economic interests which could foreseeably be affected by advice or recommendations of a consultant depends upon the type of services being provided by the consultant. Upon retaining a consultant, the General Manager shall make a determination on a case by case basis, whether the nature and scope of the consultant's services are such that it would be foreseeable that economic interests of the consultant could be materially affected by decisions or actions taken by the District based in whole or in substantial part on information provided or recommendations made by the consultant. If the General Manager determines that there is a potential for a material financial effect, then the consultant will be required to report his economic interests under this Conflict of Interest Code. The types of economic interests which must be disclosed by a consultant shall be determined by the General Manager, which shall be appropriate in view of the nature of the consultant's services. In lieu of designating specific types of economic interests, the General Manager may select one or more of the other disclosure categories set forth in this Exhibit A as the reporting category applicable to a consultant where appropriate.



ROWLAND WATER DISTRICT CONFLICT OF INTEREST CODE

EXHIBIT B DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

Persons employed in the following designated positions and consultants providing the following services to the District shall report their financial interests under the District's Conflict of Interest Code in the disclosure categories set forth below:

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the following positions involve the management of public investments and therefore are required to disclose their financial interests under Article 2 of the Political Reform Act (commencing with Government Code §87200) rather than under the disclosure categories set forth in the District's Conflict of Interest Code.

Member of the Board of Directors
General Manager
Finance Officer

DESIGNATED POSITIONS

REPORTING CATEGORIES

Assistant General Manager	1, 2 and 3
Executive Secretary	4
District Legal Counsel	1, 2, 3, 4 and 5
District Engineer	1 and 2
Consultant	6

EFFECTIVE: